

**NONAPPROPRIATED FUND  
VACANCY ANNOUNCEMENT  
TOBYHANNA ARMY DEPOT  
TOBYHANNA, PENNSYLVANIA 18466-5077**

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<b>TYPE OF VACANCY:</b>	Non-Appropriated Fund Vacancy
<b>FILING DATE:</b>	OPEN CONTINUOUS
<b>JOB TITLE, SERIES AND GRADE:</b>	FOOD & BEVERAGE ATTENDANT NA-7401-03
<b>STARTING RATE:</b>	\$9.74 per hour
<b>LOCATION:</b>	Tobyhanna Army Depot, Community Services Directorate
<b>AREA OF CONSIDERATION:</b>	All Nonappropriated Fund Activities and Outside Sources
<b>TYPE OF APPOINTMENT:</b>	FLEXIBLE
<b>DUTY SCHEDULE:</b>	Unscheduled (No basic workweek)

**STANDARD REQUIREMENT: DIRECT DEPOSIT IS REQUIRED.** As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

**NOTICE:** IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

**NOTICE:** MALE APPLICANTS BORN AFTER DECEMBER 31, 1959 MUST COMPLETE A PRE-EMPLOYMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION.

**BENEFITS:** None

**NOTE: THIS ANNOUNCEMENT CANCELS PREVIOUS OPEN CONTINUOUS ANNOUNCEMENT'S DATED 15 OCT 2004 AND 18 MAR 2005. ALL APPLICANTS WHO HAVE REQUESTED CONSIDERATION UNDER THOSE ANNOUNCEMENT MUST RE-APPLY.**

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**SUMMARY OF DUTIES:** Collects sales slips, total sales on cash register, accepts payment from patrons and makes change as necessary. Maintains related cash records. Keeps work area clean and orderly. Sets up food service counters and steam tables with hot and cold foods and beverages. Prepares coffee and hot water for tea, fills beverage dispensers with juice and soft drinks.

Set tables, seats guest, records guests' selections and turns in orders to the kitchen. Serves food, alcoholic and nonalcoholic beverages. Presents bills and receives payment. Cleans tables and immediate area.

Prepares fruits and vegetables for cooking and serving. Makes a variety of fruit and vegetable salads. Portions out food, cleans and prepares meats and seafood for cooking. Check food during cooking to prevent overcooking. Prepares sandwiches and box lunches. Washes dishes, pots and pans. Empties trash and cleans and sanitizes containers. Unloads trucks and places contents in proper storage and use areas, brings supplies to work areas. Cleans floors, walls and windows in kitchen, dining and storage areas.

**SKILLS AND KNOWLEDGE:** Able to work alone. Know the proper use of special cleaning and sanitizing solutions. Know simple food handling techniques. Able to work safely. Able to serve uniform individual portions and avoid distractions when several guests ask for different items at the same time. Able to use simple arithmetic.

**SPECIAL CONDITIONS OF EMPLOYMENT:**

All required background checks IAW current AR 215-3 and related regulations. A satisfactory Local Agency Check (LAC) will be required. A health assessment is required for physical suitability.

**QUALIFICATION REQUIREMENTS:** Candidates must:

1. Must meet state/local age requirements for the serving of alcoholic beverage at the time of appointment.
2. Be able to lift and carry weights up to 20 pounds.
3. Possess math skills necessary to calculate patron bills and take inventory.
4. Skill in mixing and serving alcoholic and nonalcoholic beverages.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Acceptable education will be given appropriate credit in accordance with regulations.

**HOW TO APPLY:** Submit completed DA Form 3433 (Optional Application for Non-appropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplement Employment Application Form) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is a basis for termination of SEP entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, ATTN: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077**. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m.

**EMPLOYMENT PREFERENCE:** (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

**Spouse Employment Preference (SEP):** Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

**Involuntarily Separated Military (ISM):** Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

**DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.**

**THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.**

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond  
Human Resources Assistant